

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.804
	STATE OF HAWAII	8.805
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Minimum Qualification Specifications  
for the Classes:

DEPUTY SHERIFF V  
SPECIAL SERVICES ADMINISTRATOR

**Basic Education/Experience Requirements:**

Graduation from high school. Excess experience of the type described below or work experience requiring the ability to read, comprehend and apply written directions or a high degree of verbal skills may be substituted for education on a year-for-year basis.

**Experience Requirement:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Gen Exper (years)	Spclzd Exper (years)	Supvry Exper (years)	Admin Exper (years)	Total Exper (years)
Deputy Sheriff V	2	2	2	*	6
Special Services Admin	2	2	3	1	8

General Experience: Work experience which demonstrated the following abilities: (1) read and comprehend complex material, such as rules and regulations; (2) write clear, factual reports; and (3) meet and deal effectively with people. Such experience must demonstrate the ability to read, write, understand and communicate effectively with others in English.

Specialized Experience: Responsible work experience in the enforcement of laws and rules which involved the exercise of all the powers and authority of a police officer, including the power of arrest, and which involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. Such experience must have demonstrated knowledge of and ability to apply statutes and rules; principles, practices,

methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure; report writing; court procedures; and the use of firearms.

Supervisory Experience: Responsible experience which involved supervising law enforcement officers in the performance of law enforcement activities. Creditable supervisory experience must have included the full range of supervisory duties including: (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance, and disciplining them when necessary. The supervisory work experience must have been comparable to at least the Deputy Sheriff III in State service.

Administrative Experience: Any responsible experience which included administrative functions such as development, management, execution, and coordination of policies, programs and/or activities.

\*For the class Deputy Sheriff V, administrative aptitude rather than actual administrative experience may be accepted. This requirement will be considered to have been met when there is strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program providing staff advice and assistance, and budget planning); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

**Substitutions Allowed:**

1. Successful completion of an academic year at an accredited college or university above the high school level may be substituted for General Experience on a year-for-year basis.
2. Successful completion of an associate degree in police science from an accredited college or university, or

completion of two academic years from an accredited college or university which included 24 semester credit hours in law enforcement providing knowledge of the techniques of patrol and surveillance, inspection and investigation, rules of arrest and evidence, search and seizure, and report writing may be substituted for all of the General Experience and one (1) year of Specialized Experience.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Special Requirement:**

Applicants must meet all federal and State regulations applicable to the carrying, use and possession of firearms and ammunition.

**License Required:**

Applicants must possess a valid license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is a change in title for the class Special Services Deputy V to DEPUTY SHERIFF V and an amendment to the minimum qualification specification for the classes Special Services Deputy V (now titled Deputy Sheriff V) and Special Services Administrator, approved on January 23, 1992.

DATE APPROVED: \_\_\_\_\_  
DAVIS K. YOGI  
Director of Human Resources Development